

{{DATE}}

{{MANAGER_NAME}}

{{COMPANY_NAME}}

{{COMPANY_ADDRESS}}

Subject: Resignation Letter

Dear {{MANAGER_NAME}},

I am writing to formally resign from my position as **{{JOB_TITLE}}** at **{{COMPANY_NAME}}**, effective **{{LAST_WORKING_DAY}}**.

This decision was not easy, and I am grateful for the opportunities, support, and experiences I have gained during my time here. Working with such a talented and supportive team has been truly rewarding.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively during my notice period.

Thank you once again for your guidance and support. I wish the company continued success in the future.

Sincerely,

{{YOUR_NAME}}

{{YOUR_EMAIL}}

{{YOUR_PHONE}}